

U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin

ISSUE DATE: **August 27, 2008**
CLOSING DATE: **December 31, 2008**

Recruiting Bulletin No. LA-RCC-2008-48
Los Angeles Regional Census Center
Northridge, CA

This is an open- continuous announcement that will be used to establish a pool of applicants to be considered as vacancies occur.

SPACE LEASING REPRESENTATIVE

GG-0301-07/09/11/12

Salary Range: \$40,752- \$72,286

PROMOTION POTENTIAL: **GG-12**

NUMBER OF POSITIONS: **Few**

EXCEPTED SERVICE APPOINTMENT: **This is a one year Schedule A time-limited appointment with a possible extension not-to-exceed 9/30/2010.**

DUTY LOCATION: **Northridge, CA**

AREA OF CONSIDERATION: **Internal- All current Census employees serving on an appointment of longer than one year (i.e., time-limited, indefinite, or competitive appointment). Applicants must meet Time-in-Grade requirements.**

Please note: All current Census employees on a less than one year appointment, such as an LCO employee must apply to the "External" posting.

DUTIES:

The incumbent implements and monitors progress of complex space acquisition plans, operations, and functions which have a direct bearing on the success of the decennial census, the Census Bureau's largest and most important program. The incumbent consults and collaborates with the General Services Administration (GSA) and various contractors to execute space acquisition plans and schedules. In consultation with GSA and RCC staffs, the incumbent determines which potential lessors will be given SFOs and ensures that GSA requests Final Revised Proposals (FRPs) from all offerors. The incumbent ensures that acceptable office space is found for each Local Census Office (LCO) and that all leasing requirements and established milestones are met. With guidance from the regional director and/or supervisor, works with GSA regarding flexible priority of census requirements that can not be met due to market conditions, in order to achieve goal of occupying space "on time". Using guide lines provided by supervisor, the incumbent determines and documents the Area of Consideration for assigned LCOs, conducting preliminary research as needed in conjunction with the GSA, such as review of population density, market considerations, geography, Congressional District boundaries, infrastructure, and adverse factors such as crime and proximity to law enforcement agencies. The incumbent ensures conformance with census LCO space requirements, including size (square footage), site locations (within delineated areas), occupancy timeframes, general requirements (such as heating and cooling temperature ranges), and special requirements (such as electrical loads and wiring/cabling). Ensures that security and storage requirements are met. The incumbent works with the contractor to ensure proper installation and functioning of all aspects of automation and telecommunications equipment in each LCO.

QUALIFICATIONS:

Grade 7: Experience: You must have one year of specialized experience equivalent to the grade 5 level in the Federal service. Specialized experience is work experience assisting in the acquisition, utilization, layout and management of office space and related activities, and the management of space facilities and real and personal property. You assisted senior specialists in researching private, local government, and/or Federal statutes and regulations using manuals, memoranda, and similar documents. Tracked occupancy timeframes and conformance to size, site locations, general and special space requirements. You collected and analyzed information to assess the effectiveness of programs and/or processes. You performed your work independently but required supervisory guidance for work that veered outside of the established procedures.

Education: Bachelor's degree in any area with Superior Academic Achievement OR one full year of graduate education directly related to the position that provided knowledge of space acquisition related statutes and regulations, or knowledge of Local Area International Building Code (IBC). You MUST submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

Grade 9: Experience: You must have one year of specialized experience equivalent to the grade 7 level in the Federal service. Specialized experience is work experience assisting in the acquisition, utilization, layout and management of office space and related activities, and the management of space facilities and real and personal property. You ensured that private, local government, and/or Federal statutes and regulations were adhered to in accordance with manuals, memoranda, and similar documents. You collected and analyzed information to assess the effectiveness of programs and/or processes. You performed your work with little supervision and final products were reviewed by your supervisor for adherence to timeliness, standard practices, procedures and policies.

Education: Two full years of graduate education or master's degree directly related to the position that provided knowledge of space acquisition related statutes and regulations, or knowledge of Local Area International Building Code (IBC). You MUST submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

Grade 11: Experience: You must have one year of specialized experience equivalent to the grade 9 level in the Federal service. Specialized experience is work experience guiding the acquisition of local office space necessary to support a special project and/or program for a local field or regional office of an agency or organization. You assisted in the acquisition, utilization, layout and management of office space and related activities, and the management of space facilities and real and personal property. You ensured that private, local government, and/or Federal statutes and regulations were adhered to in accordance with manuals, memoranda, and similar documents. You helped develop procedures and systems for assessing the effectiveness of programs and/or processes. You performed your work with little supervision and final products were reviewed by your supervisor for adherence to consistency, timeliness, standard practices, procedures and policies.

Education: Three full years of graduate education or the Ph.D., directly related to the position that provided knowledge of space acquisition related statutes and regulations, or knowledge of Local Area International Building Code (IBC). You MUST submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

Grade 12: Experience: You must have one year of specialized experience equivalent to the grade 11 level in the Federal service. Specialized experience is work experience implementing an integrated, comprehensive and time-critical program for acquisition of local office space necessary to support a special project and/or program for a local field or regional office of an agency or organization. You were responsible for the acquisition, utilization, layout and management of office space and related activities, and the management of space facilities and real and personal property. You independently ensured that private, local government, and/or Federal statutes and regulations were adhered to in accordance with manuals, memoranda, and similar documents. You developed procedures and systems for assessing the effectiveness of programs and/or processes. You performed your work independently and final products were reviewed by your supervisor for adherence to timeliness, standard practices, procedures and policies.

Education:

No substitute of education for experience is permitted.

You may qualify for a position based on your education, experience, or a combination of both.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following (number your answers 1, 2, & 3).** Please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Demonstrated ability to plan, develop, review, and implement program objectives and activities for office space, voice communications, and security acquisition operations in a team environment.

2. Demonstrated ability to monitor and evaluate office space, voice communications, and security acquisition operations using operational reports, factual information, workflow, and analytical techniques.

Demonstrated ability to negotiate with management to accept and implement recommendations, with clients or users for required administrative resources for field offices to ensure construction time schedules are met.

For further information on this vacancy you may contact Lori Brockmeyer at (425) 908-3053.

HOW TO APPLY:

1. Each applicant must submit a completed Optional Application for Federal Employment OF-612 (PDF version is available on our Regional website, or at OPM.gov), **OR** a resume- listing your work duties and accomplishments relating to the job for which you are applying*. An Application for Federal Employment, SF-171 (obsolete), may also be used.
2. Each applicant must address the Evaluation Criteria questions above.
3. A complete and separate application must be submitted for each grade and posting (Internal/External) you are applying for.

*The following information is needed to evaluate your qualifications and determine if you meet the legal requirements for Federal employment. **This information MUST be included in your application package.** Failure to provide the information below may result in loss of consideration:

- Recruiting Bulletin number (e.g. AF-08-2010-PS-01), title, series and grade (e.g. GG-0301-**07**) for which you are applying.
- Full name, mailing address (including zip code), and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veterans' Preference – Applicants claiming 10-point Veterans' Preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement/letter from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point Veterans' Preference. Applicants claiming 5-point Veterans' Preference **MUST** submit a DD-214 to receive preference (Member Copy-4, if applicable)- the DD-214 must show the type of Discharge
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and major field of study. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.

- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates (month/year), hours per week (full-time or part-time), salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes will not be accepted.

Individuals with a disability may request reasonable accommodations by calling (425) 908-3053.

APPLICATION DEADLINE: Application materials must be received by the **Closing Date** of the recruiting bulletin. Applications received after this date *will not* be considered. You may submit your application by mail, by courier, or in person to:

U.S. Census Bureau/ SERCC
ATTN: Lori Ann Brockmeyer, Human Resources Specialist
19820 North Creek Parkway
Suite 100
Bothell, WA 98011

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Public law requires all new appointees to present proof of identity and employment eligibility.

ADDITIONAL INFORMATION:

- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or "Buyout" and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.
- Payment of relocation expenses IS NOT authorized.
- Applicants must be 18 years of age or older to be hired.

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR. OTHER NON-MERIT FACTOR.